

FIRE PROGRAM ANALYSIS (FPA) Project **PROGRESS REPORT**

August 19, 2002

The Fire Program Analysis (FPA) Project Preparedness Module will result in a common, interagency analysis tool to support preparedness planning and budgeting. The new FPA Preparedness Module will replace the different systems currently in use by the five federal wildland fire management agencies.

Key Tasks & Events

Core Team Status - The FPA Core Team consists of

- Project Manager (Dan Keller- FS)
- Lead Business Analyst (Howard Roose – BLM)
- FS Business Expert (Advertisement on the street. Bill Breedlove is acting.)
- NPS Business Expert (Advertisement has closed. Bill Kaage is acting)
- FWS Business Expert (Selection pending.)
- BIA Business Expert (Advertisement pending. Scott Bradshaw is acting)
- Deputy Project Manager (PD under development).

Contracts – The FPA project has signed a task order with SOZA, Inc. for assistance with project initiation, cost and schedule estimating and technical approvals. This contract will help ensure requisite OMB and Departmental approvals are adequately addressed.

Project Charter – The project core team distributed the Draft FPA Project Charter for review on August 5. Comments are due by August 23. Once the comments are received and addressed, the Charter will be sent to the five federal wildland fire directors for signatures.

Exhibit 300 – The OMB A-11 Exhibit 300 is a key document that describes the business case for this project in detail. The successful business case supports budgets and funding for the project. The project core team submitted our Exhibit 300 through USDA on August 16. A copy of the Exhibit 300 will be available on the FPA web site when that site becomes available. If anyone would like a copy, please contact Daniel Keller at dkeller@fs.fed.us.

System Architecture - The core team continues to work on refining the FPA system architecture. The system architecture will provide a high level look at how the system will operate. Information regarding the initial architecture will be forthcoming.

Requirements Specifications - Work is underway on a contract to develop formal requirements specifications. The description and documentation of the requirements specifications is expected to continue from mid-September through the end of January 2003. Complete and thorough requirements specifications will help get the construction contractor up to speed as quickly as possible once the task order is signed.

Presentations & Briefings

August 17, 2002	Presentation to OMB Asst. Director, DOI Chief of Staff, Fire Directors at NIFC.
August 27, 2002	Presentation to the BLM Information Technology Investment Board (ITIB). Expect approval decision.
August 27, 2002	Briefing to FS Fire & Aviation Deputy Director & Assistant Director.

Issues

Congressional Timeframe - The Congressional Appropriations Committee has placed a constraint of completing the preparedness module by September 2004. This timeframe is very ambitious. In order to meet that deadline, it will be imperative to manage the overall architecture and scope of work for this first phase.

There is concern that if the project team does not meet this timeframe, it will not be possible to proceed towards the ultimate goal of developing a landscape level, fire planning and analysis tool that considers the interactions of all components of the fire management program (i.e., preparedness, large fire support, fuels management, prevention, rehabilitation and restoration).

Hiring Permanent Project Core Team – Progress is being made on filling the core team positions on a full time basis. The acting core team members are making positive contributions to the project. The acting team members are filling in on a part time basis. Progress will be slower until the full time team is in place.

Risks

Key risks that have been addressed in the last month include:

Technical Approvals –The technical approval process is evolving as agencies move from the old “request and approve” mode to the more rigorous “Capital Planning and Investment Control” (CPIC) process. The team has made considerable progress during the last month on addressing this risk factor. The remaining hurdle is the “Request for Acquisition Approval” to request a waiver from the USDA moratorium on IT spending.

Contracting – The most important project decision after the selection of the core team members will be the selection of a contractor. Failure to select a quality, qualified contractor will impair the project for years to come. Work is underway on a statement of work and an acquisition plan. Delays in getting a task order signed with the construction contractor will delay the completion date.

Risks that remain on the risk radar include:

Budgeting and Funding – In order to award a task order to the contractor funding must be in place. Limited funds are available in FY’02 to initiate the contract. If funding is delayed in FY’03 due to a series of continuing resolutions, proceeding to contract development may be delayed.